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Campus News April 26, 1991

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CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

April 26, 1991

MEMO:

**FROM: The University Health Services
Advisory Committee**

The Health Services Advisory Committee is presently working on a University-wide Tobacco Policy. The aim of the policy is to protect the health and welfare of all persons but not to discriminate against smokers. Issues being addressed by the committee are:

1. Smoke free climate in all classrooms.
2. Designated smoking and non-smoking areas.
3. Educational and informational programs on cigarette, cigar, and pipe smoking and smokeless tobacco.
4. Off-campus resources for smoking cessation.
5. Possibly a self-help class for smoking cessation.



- * Final approval of the policy is the responsibility of University Council.

Campus News is distributed weekly to foster communication and encourage information sharing among University departments. Articles submitted are the responsibility of their authors alone and do not imply an opinion on the part of La Salle University or the Department of Mail and Duplicating Services.

Memo:

From: The Institutional Review Board Chairman

I am pleased to announce that as of October 1990 that La Salle University has an Institutional Review Board (IRB). The purpose of the IRB is to review all research proposals created by members of the University community that involve human subjects.

Any faculty member, student, or staff member who intends to conduct research on human subjects is asked to request an IRB application packet from the IRB Chairman, Dr. Zane Robinson Wolf, Nursing Department.

Memo:

From: The Retirement Planning Group

In the aftermath of the T. Rowe Price and TIAA-Cref meetings on campus, a few faculty/staff discussed the advantages of having an informal retirement planning group made up of recent retirees and faculty, staff, and administrators who wish to meet to plan for their retirement years. If you have an interest in joining such a group please contact Frank J. Schreiner (ext. 1355) if there is interest we can plan to begin meeting in the fall.

Position Available:

Position Available
Small Business Development Center

Type of position: Secretary/Administrative Assistant
Status: Part-time (24hrs.)

Secretarial/Administrative Duties: Responsible for all secretarial duties associated with the work of the Director of the Small Business Development Center. This work would include typing and editing all correspondence, scheduling appointments, organizing mail, filing etc. Other duties include the handling of all administrative work pertaining to classes taught by the Director.

Computer/Data Processing Duties: Responsible for all inputting of client data files, assigning case numbers to files, organizing the paper work associated with these files and keeping files up-to-date.

To schedule an interview contact: Linda M. Karl, Director at 951-1416.

**DIRECTOR OF INSTITUTIONAL RESEARCH
LA SALLE UNIVERSITY**

The University is seeking candidates for the position Director of Institutional Research. The Director is responsible for providing information about the University's general operations in order to assess progress toward stated goals and, thereby, make the University's operations more effective. The Director is expected to assist in interpreting data, to make enrollment and housing forecasts, and to collect and analyze data concerning academic programs, enrollment, and student outcomes. The position calls for a person with strong interpersonal and communication skills, one who is comfortable with translating data into usable information. The Director must be conversant with statistical analysis and management research techniques and have experience with micro and mainframe computers. A masters degree with experience in the field is required.

Salary is commensurate with qualifications and experience.

The position is expected to be filled by August 1, 1991. Send letters of interest, summarizing qualifications, and vita by **June 7, 1991 to:**

**Raymond Ricci
Vice President,
Enrollment Services
La Salle University
Philadelphia, Pennsylvania 19141**

AA/EOE

Memo:

From: Mail and Duplicating

To insure the application of proper amounts of postage, especially on international mail pieces, offices are reminded to submit their mail for metering in a manner which separates international pieces from local pieces. One piece of international mail which is mixed into a group of local mail will invariably be metered at the local rate and subsequently be returned for insufficient funds.

Your cooperation is greatly appreciated.



Memo:

From: Physical Facilities

TO: ALL FACULTY AND STAFF:

FROM: Custodial Services

Date: April 19, 1991

The Custodial Services department from Physical Facilities is scheduling faculty and staff office cleaning from **MAY 13 to AUGUST 16, 1991.**

Your office will receive its normal cleaning and if necessary, walls washed, carpeting shampooed and floors stripped and waxed.

Put your suggestion for "Best date to clean" at the bottom of this form. Custodial Services will accommodate your schedule to the best of it's ability.

To arrange for this service, please fill-in the form below, separate it from the Campus News and send it via campus mail to:

Custodial Services
Box 823

Please respond by May 10, 1991.

For more information call Eneida Inniss, Acting Superintendent of Custodial Services, at extensions 1642 or 1315.

Thank you for your cooperation!

Signature: _____

Location: _____

Office Number: _____

Best date to clean: _____